

# FINANCE Office

**Ray  
Higgins**  
Fiscal  
Officer/  
Treasurer

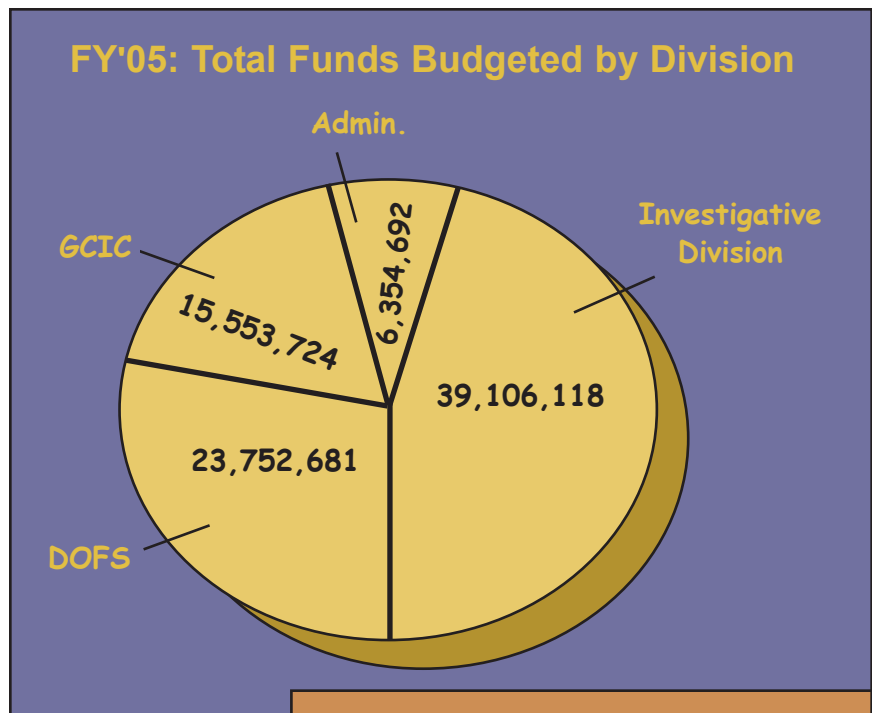


The primary mission of the GBI Finance Office is to provide sound, solid advice and financial management to the Director's Office, the Administrative Division, the Investigative Division, the Division of Forensic Sciences, and the Georgia Crime Information Center. GBI Finance also administers the funds for the Criminal Justice Coordinating Council (CJCC), attached to the GBI for administrative purposes. The Finance Office is supervised by the agency's fiscal officer/treasurer and consists of three main units: Budget, Accounting and Purchasing. The office is supported by 17 employees and is responsible for all financial transactions involving the agency.

## BUDGET

The Budget Unit is supervised by a budget administrator and consists of three budget analysts. The unit is responsible for the development and management of the GBI budget. Likewise, this unit is responsible for monitoring all expenditures from work units as well as fund sources for the entire agency. Each member of the Budget Unit works directly with division personnel to provide guidance and approval of expenditures for travel and operating costs, including monitoring of all grants. The unit also is responsible for processing all allotments through the Governor's Office of Planning and Budget to the Office of Treasury and Fiscal Services. All amendments to the Annual Operating Budget are developed and processed by the budget staff.

During FY'05, the budget



staff managed an overall Annual Operating Budget of \$84,767,215 (GBI only, CJCC not included), while creating and developing the FY'05 Amended, Information Technology, and FY'06 budget requests. The effort resulted in an

### Criminal Justice Coordinating Council (CJCC)

State Funds .....	\$306,134
Federal Funds .....	\$53,238,978
Other Funds .....	\$15,083,630
<b>Total .....</b>	<b>\$68,628,742</b>

FY'06 state appropriation of \$61,591,522 (GBI only, CJCC not included).

## ACCOUNTING

The Accounting Unit is responsible for all accounting transactions, including the reconciliations of cash accounts, GA Fund I accounts, subsidiary ledgers and the general ledger. The unit also handles all of the accounting transactions for the Criminal Justice Coordinating Council (CJCC), attached to the GBI for administrative purposes. CJCC accounts for a large portion of GBI revenue, including several federal grants as well as many cash disbursements

and sub-grant payments. The Accounting Unit is a lead contact with the State Department of Audits, supervised by the accounting director, and is broken down into three main sections: Accounts Receivable, Accounts Payable and Payroll.

The **Accounts Receivable Section** (AR) consists of three employees and a supervisor. The section is responsible for all revenue received by the GBI. In FY'05, the unit collected and recorded more than \$126 million by depositing more than 62,382 checks and processing many electronic fund transfers from several different fund sources, including state funds, governor's emergency funds, federal grants and forfeitures. In conjunction with the Georgia Crime Information Center (GCIC), the section received and recorded more than \$1.4 million in revenue collections for instant gun check, criminal history and fingerprint-licensing programs. The section is

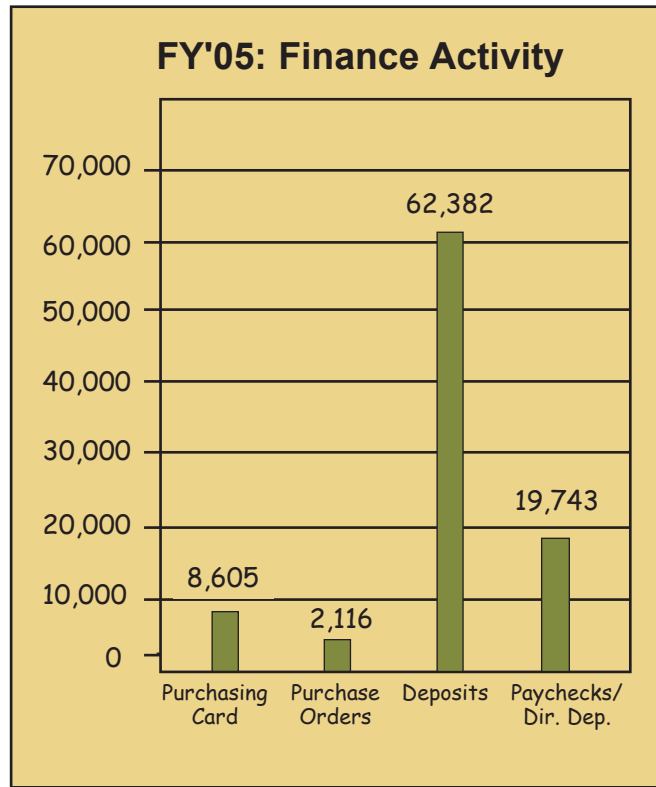
responsible for transmitting all revenue collections to the state treasury on a monthly basis.

The **Accounts Payable Section** (AP) con-

sists of three employees and a supervisor. This section is responsible for processing all payments for the GBI and CJCC. In FY'04, the section disbursed approximately 17,238 checks and made more than 2,042 electronic payments for sub-grant payments, travel reimbursements, and invoice payments. In addition to these day-to-day responsibilities, the section is responsible for all 1099 processing and semi-

annual prompt pay reports. AP also assists in travel and per diem expense reconciliations. Likewise, AP administers the American Express card travel program and enters payments for charges on purchasing cards as well as payments for all rental space.

The **Payroll Section** supervisor is responsible for all GBI payroll matters and this section processes the semi-monthly payroll for all employees of the GBI and CJCC. During FY'05, payroll effectively processed approximately 993 paychecks and 18,750 direct deposits in a timely manner. In addition to the routine payroll operations, payroll also is responsible for financial entries to create deductions for items such as insurance premiums, contributions to the 401K program, payments to the credit unions, and entries for all salary adjustments.



## PURCHASING

The **Purchasing Section** of the Finance Office has three employees. The section is responsible for entering all purchase orders for the GBI and CJCC. Last year, purchasing entered approximately 1,259 purchase orders for var-

ious items, such as vehicle purchases, large equipment purchases, repairs and maintenance.

Similarly, Purchasing has the primary responsibility of overseeing the Visa Purchasing Card Program (P-Card) and training employees on the use and

reconciliation of the cards.

In FY'04, there were 8,433 transactions on the P-Card from more than 550 cardholders. As a result, approximately \$1,637,243 in P-Card activity took place.

The Purchasing Section is responsible for coordinating the entire procure-

ment process by ensuring the Finance Office has all appropriate documentation. Purchasing also acts as the print coordinator for the agency and handles all in-house procurements by coordinating the bid process.

## LEGAL Services

**T**he Legal Services Division is staffed with six full-time employees, including two attorneys (the director and deputy director); a special agent in charge (SAC); two legal assistants, and a records management technician.

## OPEN RECORDS

The **Open Records Unit**, which includes archives, is within Legal Services and functions under the direction of a SAC. One legal assistant and the records management technician are assigned exclusively to process open records, subpoenas, other legal requests for documents and archives requests.

In FY'05, there were 2,631 requests made under the Open Records Act. These requests include 808 requests from attorneys; 372 requests from insurance companies; 343 requests from family members; 223 requests related to Intoximeter audits and operations; 113 requests from inmates; and 55 requests from the news media. In addition to these statistics, field and specialized work units received 168 open records requests during this fiscal year.

**Mark B. Jackson**  
Director



Additionally, the Open Records Unit processed, researched, and responded to 54 subpoenas, 61 court orders, and 73 productions of document requests. The unit also assisted the Division of Forensic Sciences in processing the release of approximately 109 biological evidentiary specimens.

The Open Records Unit also coordinates archive activities for the GBI. In FY'05, the unit responded to 364 requests to retrieve documents previously stored by the GBI in the State Archives storage facilities.

The Open Records Unit continued to provide training to various law enforcement agencies throughout the state regarding the Open Records Act. During FY'05, the unit also coordinated the revision and publication of the *Georgia Law Enforcement and the Open Records Act: A Law Enforcement Officer's Guide to Open Records in Georgia*. The second addition of this publication was printed and distributed to the public in April 2005.

## LEGAL COUNSEL

Legal Services continues to provide legal counsel to the GBI and its employees via training and legal updates. The office conducted 22 training sessions for GBI employees, as well as other law enforcement agen-

cies. During FY'05, eight new civil cases were filed and eight civil cases were resolved, leaving seven pending civil cases. Legal Services also drafted amendments to proposed legislation regarding price gouging, and amendments to the sex offender registry.

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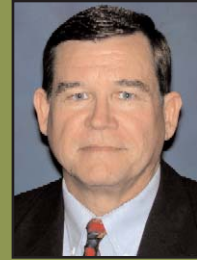
## PROFESSIONAL Standards

**T**he Office of Professional Standards (OPS) is responsible for investigating allegations of misconduct made against GBI employees. The office reviews and investigates all complaints, determining whether they have legitimacy or lack merit. Each year the complaints are reviewed and studied to identify any patterns of misconduct. Based on those findings, OPS then recommends appropriate actions and/or training. In FY'05 the Office of Professional Standards documented its investigations through three primary means: internal affairs investigations, preliminary inquiries, and reviews of incidents. OPS also conducts exit interviews and reviews all uses of force by GBI agents and Drug Task Force agents that are GBI supervised.

During FY'05, the Office of Professional Standards:

- Conducted 15 internal affairs investigations
- Conducted six preliminary inquiries
- Conducted four reviews of incidents
- Conducted 12 use of force reviews
- Conducted 73 exit interviews
- Conducted 32 personnel actions not requiring a formal investigation.

**Bill  
Malueg**  
Inspector



## PERSONNEL Office

**T**he Personnel Office is comprised of one part-time and eight full-time employees. The office is responsible for providing support to the three divisions and the

Administrative Section of the GBI in all human resource matters. The routine responsibilities include the following: recruiting and hiring of new employees; processing personnel transactions;

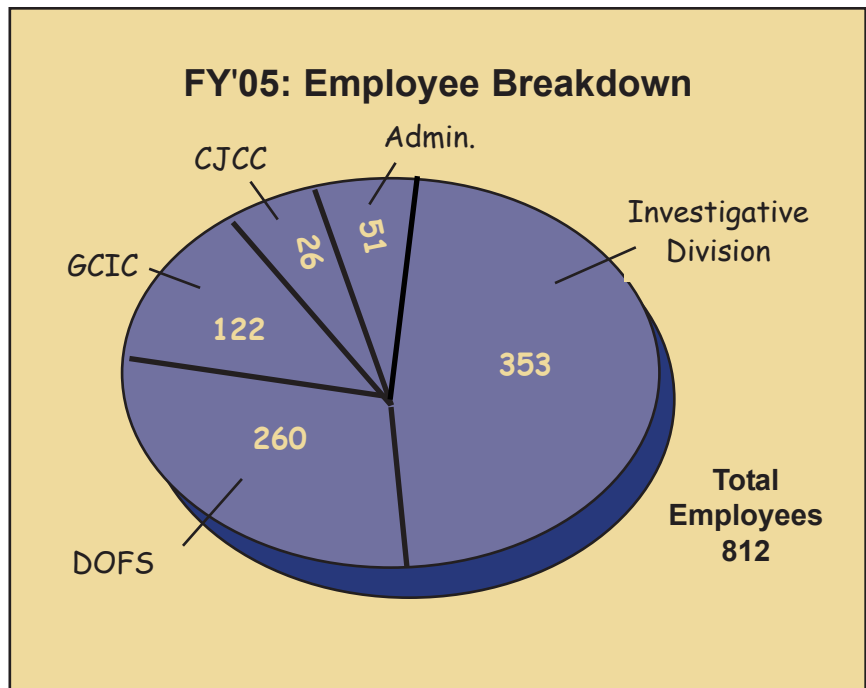
handling employee relations matters; classifying positions; developing new and revising

**LuAnne  
Worley**  
Director



existing agency jobs; monitoring the compensation structure; establishing minimum job qualifications; administering Equal Employment Opportunity (EEO) services; administering the agency's drug screening program; overseeing the performance management process; assisting employees with benefits; serving as the liaison for workers' compensation; coordinating the student internship and youth apprenticeship programs; and managing the Employee Assistance Program (EAP).

The Office of Personnel coordinated management training for new supervisors, which included evaluating employee performance and legal issues. Personnel Office staff made concerted efforts to ensure that equal employment opportunities



were available to a diverse population by making its job vacancy notices available to a variety of audiences and organizations.

The office also provided recruitment information via private and government Web-sites. In addition to their regular duties, Personnel Office staff provided information

and assistance for the national reaccreditation process through the Commission on Accreditation for Law Enforcement Agencies (CALEA) as well as implemented an agency telework program. Representatives of the Personnel Office are currently participating in statewide meetings to provide input into the new Career Banding System, the state's new classification system that is scheduled to take place in 2006.

### **FY'05: Personnel Office Activity**

- Approximately **2,758** applications for employment were received and processed.
- Approximately **1,087** personnel transactions were completed and processed (promotions, new appointments, transfers, retirements, separation, etc.).
- Approximately **155** applications were processed for the internship program.



## PUBLIC Affairs

**D**isseminating information to the media and the public falls under the domain of the Public Affairs Office. The staff of two – a director and a public affairs officer – acts as a liaison between the agency and the media/public, coordinating the release of information on investigations, missing persons, fugitives, agency achievements, programs and any other items of interest that may arise.

Along with its daily duties, the office also writes articles for law enforcement publications, publishes the annual report and recruiting brochures, compiles newsletters for employees and retirees, schedules speaking engagements, and produces informational and training videos. The Public Affairs director also represents the agency at the Georgia General Assembly, maintains the GBI Web-site, and responds to the public's requests for information via electronic mail.

**John  
Bankhead**  
Director



## WEB - SITE

### Sex Offender Registry receives record hits

**I**n March and April of 2005, record numbers of Internet users flocked to the state's online Sex Offender Registry to educate themselves on offenders living in their neighborhoods. The public's interest in the site was sparked on March 17 as a result of publicity surrounding the death of a 9-year-old girl in Florida. A registered sex offender was charged with her abduction and murder. By the end of the month, the Georgia registry had received 2.9 million hits.

The surge of visitors to the site spilled over into April, as another young Florida girl tragically fell victim to a registered

offender. Both Florida cases received national media attention. By April 30, almost four million people had perused the registry – the most hits ever recorded in one month. In 2004, an average of 400,000 Web users visited the site monthly.

News coverage of Georgia law that prohibits registered offenders from living within 1,000 feet of a school, day care or place where children congregate also has generated interest among concerned parents.

The registry went online in 1998 and quickly became one of the most visited Web-sites offered by state government.

## STAFF Services

Staff Services provides a variety of support functions for the GBI, including facility management, fleet management, asset management, telecommunications, agent supply, and mail.

The Facility Management

Section worked on the following projects during FY'05:

- **Northeast Regional Crime Lab & Region-8 Investigative Office, Cleveland:**

The completed laboratory was outfitted with instrumentation and

staffed. The laboratory and regional office are now operational.

- **Southwestern Regional Laboratory**

Construction is complete on a 10,000-square-foot



**Jon  
Paget**  
Director

annex that houses toxicology labs, a morgue and medical examiner suite.

- **Crime Analysis Garages:** This project was modified from the construction of six crime scene garages to five garages located at investigative regional offices throughout the state. The sixth crime scene garage is being replaced with a bomb disposal garage at headquarters. The headquarters garage currently is in the design phase.



**June 28, 2005:** *The Honorable Governor of Georgia, Sonny Perdue, was the keynote speaker at the Open House for the newest laboratory to the state's crime laboratory system—the Northwest Regional Laboratory located in Cleveland. The lab is the eighth crime lab operated by the GBI's Division of Forensic Sciences.*

## SUPPLY & MAILROOM

The staff of the Supply and Mailroom Section consists of three state employees and one temporary employee. This section maintains approximately \$900,000-worth of inventory to include weapons, body armor, and radio gear, along with other equipment and supplies needed by the agents. The section also maintains a record on equipment issued, returned, lost and stolen.

The mailroom processes and sends out approximately 3,000 pieces of mail weekly, including inter-office mail throughout the state. It also provides a courier service.

During the year, Supply and Mailroom staff worked closely with the Investigative Division to meet the equipment needs of all the agents. The unit performed the following tasks:

- Updated agent equipment to include riot webgear
- Received all agency-issued automatic weapons and issued a single standard model to all agents
- Issued Mass Fatality & Clandestine Lab equipment to designated agents
- Inventoried and transferred out-of-date body armor to a police academy for training purposes.

## FLEET & ASSET

The Fleet and Asset Section manages the GBI's fleet of more than 500 vehicles and GBI assets totaling nearly 5,000 items valued in excess of \$100 million.

The section managed and supported GBI staff in the

use of the Fleet Anywhere software. Fleet Anywhere provides GBI staff with information regarding status of the fleet. Reports on current and projected use of vehicles have proven invaluable in the preparation of

strategic budget planning.

Other services provided by this section include accident reporting and the management of the surplus property program, commercial fuel cards and undercover commercial accounts.

## OTHER SUPPORT SERVICES

Staff Services is responsible for:

- The administration of the Headquarters' security personnel and maintenance contracts
- Telecommunications management
- Risk management
- Security and access management
- Contract administration.